

IN FPM CHAPTER 530  
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FPM LTR. NO. 530-191

*Support*

UNITED STATES CIVIL SERVICE COMMISSION  
**FEDERAL PERSONNEL MANUAL SYSTEM**  
**LETTER**

FPM LETTER NO. 530-191

Washington, D.C. 20415  
September 19, 1975

**SUBJECT:** Termination of Special Minimum Rate and Rate Ranges for GAO Management Auditor, GS-343-7, GAO Auditor, GS-510-7, Accounting Series, GS-510-5/7, and Internal Revenue Agent Series, GS-512-5/7, Worldwide (except the State of Alaska) *Heads of Departments and Independent Establishments:*

1. Under the authority of 5 U.S.C. 5303(b), which provides for revision of special minimum rates of basic pay when warranted by changes in recruitment and/or retention situations, the Commission has decided to cancel the special minimum rates for GAO Management Auditor, GS-343-7, GAO Auditor, GS-510-7, Accounting Series, GS-510-5/7, and Internal Revenue Agent Series, GS-512-5/7, worldwide, except for the State of Alaska. The special minimum rates for these occupations will continue to apply, as set forth in FPM Letter No. 530-186, to the State of Alaska.
2. The cancellation of the special minimum rates will be effective October 12, 1975. By setting the effective date approximately 4 months after most graduating dates, agencies should be able to complete their college recruitment programs for the 1974-75 college year without being forced to pay two different starting salaries for members of the same graduating class who might be working or training side by side, the different rates having been dictated purely on the basis of the date of offer and acceptance.
3. Agencies may honor all bona fide commitments at the current special salary rates which were consummated before October 12. This means that, where the record reflects that an offer has been made at the current special salary rates and accepted, and a starting date agreed upon before October 12, the new employee will be paid the special minimum rate set forth in FPM Letter No. 530-186. Except as provided above, all other employees hired on or after October 12 must be paid at the regular statutory minimums.
4. No employee is to suffer any loss in pay as the result of the cancellation of these special salary rates. Attachment 1 contains the instructions for converting the pay of employees on the rolls to the new regular pay ranges. Attachment 2 contains the authorization to accommodate employee commitments.

**INQUIRIES:** Pay Comparability and Allowances Section, Bureau of Policies and Standards, code 101, extension 25595 or 63-25595  
**CSC CODE** 520, Pay Rates and Systems (General)

**DISTRIBUTION:** FPM

5. Special salary rates may be continued or authorized only when there is a significant recruitment or retention problem, and not solely on the basis of higher non-Federal salaries. Agencies should maintain complete data on their recruitment and retention actions for accountants to facilitate a timely and comprehensive request for the Commission's consideration should significant staffing problems develop. Attachment 3 contains the format for the data necessary to support a request for special salary rates.



Raymond Jacobson  
Executive Director

Attachments

Instructions for Converting Employees' Pay  
and Reporting Personnel Actions

1. The pay of employees on the rolls will be converted to the new regular rate ranges under the provisions of section 303 of Executive Order 11073, and in line with the rules contained in section 530.306 of the Commission's regulations. These provisions assure that no employee shall have his pay reduced because of the downward adjustment or discontinuation of special salary rates. The following illustrates the effect of these provisions:

The special rates are discontinued at GS-5 and GS-7 for all employees in the GS-343, GS-510, and GS-512 series, except for the State of Alaska. An employee in the seventh step of the discontinued GS-5 special salary rate range and paid \$11,330 immediately before the effective date, will retain the same pay rate on the effective date, and will be placed in a "saved pay" status. This is because the regular GS-5 maximum rate (tenth step) of \$11,047 is less than the employee's current rate, and no employee's salary may be reduced when special rates are discontinued.

2. Reporting Personnel Actions

a. When an employee's step rate only is changed because of the elimination or downward adjustment of a special salary rate schedule, the personnel action will be processed as 899 Step-Rate Change. Actions may be reported individually on forms SF-50 or SF 1126 (or equivalent) or as a mass listing. If a list is used instead of individual forms, FPM Supplement 296-31, table 6, should be consulted in preparing the list form. Table 7 of the same supplement provides instructions on reporting the actions to the Commission. A reference to FPM Letter No. 530-191, dated September 19, 1975, should be entered under Remarks on the personnel action.

b. If a special rate schedule is discontinued or reduced and, as a result an employee's existing rate is higher than the maximum rate authorized for his position and grade, the salary rate shown on the "To" side or in the "New Salary" box on the personnel action will be followed parenthetically by the term "Saved Rate." Also a reference should be made under Remarks to "CSC Regulation 530.306."

Authorization to Accommodate Employment Commitments

This FPM letter provides temporary authority and procedures to permit agencies to meet employment commitments made and accepted by applicants at the higher special salary rates in effect prior to the effective date of this FPM Letter. This authority is considered necessary in order to carry out the purposes of 5 U.S.C. 5303 in these instances. (See paragraph 5 below for limitations on use of authority.)

1. The following criteria apply in exercising the authority to pay the higher special rates that were in effect prior to issuance of this FPM Letter.

(a) An offer of employment must have been made at the higher special rate and the offer must have been accepted by the applicant.

(b) The offer at the higher rate must have been made and accepted by the applicant on or before October 12, 1975.

(c) There must be adequate documentation to show the dates of the offer and acceptance, and the salary rate offered to the applicant. Adequate documentation shall consist of (1) an official offer of appointment at a specified dollar amount by an appropriate agency official, and (2) the acceptance of that offer by the applicant. (Such documented offer and acceptance, in whatever form it may have been recorded officially, shall be made a part of the record for any rates set for employees under this FPM Letter.)

2. Offers made on or before October 12, and accepted, but applicants not yet appointed. If it is established that the criteria as shown in paragraph 1 above are met, the appointment will be made at the higher special rate previously offered and accepted, by fixing the employee's pay as explained in paragraph 3 below.

3. Procedures for processing pay adjustments or appointments. If the criteria in paragraph 1 above are met, the following procedures are applicable:

(a) Effective Dates: The effective date of rates authorized under this FPM letter shall be the date of appointment.

(b) Processing of Pay Adjustment and Appointment Action: The salary rate on Standard Form 50 should be asterisked, and a reference to this FPM Letter, i.e., 530-191, dated September 19, 1975, is to be entered under "Remarks" on the SF 50. The

employee's pay will be set at that numerical step in the currently authorized regular rate range or a saved rate above the range under section 530.306(b)(3) as necessary if the appointment was authorized under section 531.203(b), that will come closest to the special rate offer previously made and accepted.

4. Payment of Moving Expenses to First Post of Duty. Under the provisions of section 3-2b, Chapter 571, FPM, agencies in meeting employment commitments under the provisions of this FPM Letter, may pay the travel and transportation to first post of duty, under 5 U.S.C. 5723, of the appointees involved.

5. Limitation of Use of Temporary Authorization. The authority in this FPM Letter is limited to meeting only those employment commitments in connection with new hires, and may not be used to accommodate internal placements (i.e., change actions), transfers, or other appointments without a break in service, made between executive departments and agencies, and the Government of the District of Columbia.

SPECIAL SALARY RATE WORKSHEET

Occupational Series \_\_\_\_\_

Geographic Coverage \_\_\_\_\_

	<u>GS-</u>	<u>GS-</u>	<u>GS-</u>	<u>GS-</u>
I. <u>STAFFING</u> (currently on rolls)	_____	_____	_____	_____
II. <u>VACANCIES</u> (current)	_____	_____	_____	_____
(anticipated, next 12 months)	_____	_____	_____	_____
III. <u>LOSSES</u> (last 12 months)				
A. Total, all reasons	_____	_____	_____	_____
B. Quits	_____	_____	_____	_____
C. Quits attributable to higher non-Federal salaries	_____	_____	_____	_____
IV. <u>RECRUITMENT</u>				
A. How many did the agency try to hire during the last 12 months?	_____	_____	_____	_____
B. How many did the agency actually hire during the last 12 months?	_____	_____	_____	_____
C. Comment in specific terms on recruitment efforts by the agency, including use of direct hire authority, recruiting authority, school contracts, advertising and effectiveness of yield, during the last 12 months.	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

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- V. LABOR MARKET CONDITIONS - Comment on the general condition of the labor market as it affects the availability of qualified candidates for the agency.

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VI. SALARY INFORMATION

- A. To the extent of salary information available, indicate average non-Federal salaries for comparable positions and show source of data.

<u>Source</u>	<u>GS-</u>	<u>GS-</u>	<u>GS-</u>	<u>GS-</u>
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B. Agency's recommendation for special salary rates	\$ <hr/>	\$ <hr/>	\$ <hr/>	\$ <hr/>

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(Person to contact)

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(Telephone number)

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